



Texas Higher Education
COORDINATING BOARD
Strategic Planning and Funding

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MEMORANDUM

January 5, 2017

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To: Chief Instructional Officers, Community Colleges
Registrars, Community Colleges
Chief Reporting Officials, Community Colleges

From: Julie Eklund, Assistant Commissioner

Subject: Block Scheduling Data Request

In response to 84(R) HB 1583 (Texas Administrative Code, Chapter 9, Subchapter M, Rules 9.660 –through 9.666) which instructed each public community college to designate 5 of their programs for block scheduling, a report needs to be created and sent to the Governor on Nov. 1, 2018. To create this report, a special data collection is required from each of the Community Colleges for four semesters – Fall 2016, Spring 2017, Summer 2017, and Fall 2017.

After each semester the following data items will need to be collected from students enrolled in block scheduled programs: Student ID; Student Last Name; Student First Name; Date of Birth; Semester program started; Year program started; Program Name; Program CIP code; Program Terminal Degree; Program Meeting Time; Graduation Date; Level of Award Earned; Degree or Certificate Awarded; Semester; Year. The attached template provides definitions for each of these items.

The Student ID reported for each of these students should be the same student ID you report on the CBM001 and CBM009 state reports. For fields that are the same as those on CBM reports, the data reported should match what is reported on the applicable CBMs. The collection of existing items is needed because of the timeline of the required reports and the need for interim analysis related to block scheduling programs.

Block Scheduling Data Request

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This data will be due at the same time the CBM0E1 and CBM00S reports are due:

Fall 2016 – due February 1, 2017

Spring 2017 – due June 15, 2017

Summer 1 2017 – due October 1, 2017

Summer 2 2017 – due October 1, 2017

Fall 2017 – due February 1, 2018

These items will be reported to us in Excel format and the spreadsheet will be placed in your OUTPUT folder on our secure server. Notify the EDC data analyst that assists you with your state reporting when you place the spreadsheet in your OUTPUT folder so that it may be retrieved.

If you have any questions you may contact Doug Parker (Doug.Parker@thecb.state.tx.us) or Duane Hiller (Duane.Hiller@thecb.state.tx.us).

c: CTC Liasons
Crystal Mooney
Nick Fette

SPF/dp/bb